

TAB

9. THAT A DISPATCH GUIDE BE APPROVED AS THE STANDARD MAILING GUIDE FOR EXECUTIVE REGISTRY.

Getting the mail to the addressee in a rapid manner, consistent with security requirements and the urgency of the message, is one of the most responsible operations in a mail room. Errors made at this step are irreparable and could well harm relationships with other government agencies and individuals as well as cause a breach in security. In order to provide the Registry with an approved policy for dispatching mail from the Office of DSI, the "Dispatch Guide" (Attachment A) has been devised for your approval. The "Dispatch Guide" will provide the Registry with a standarized method of dispatching mail to addressees. If other than standard mailing methods are requested by an official, it would be the responsibility of his secretary to clearly indicate the special handling desired.